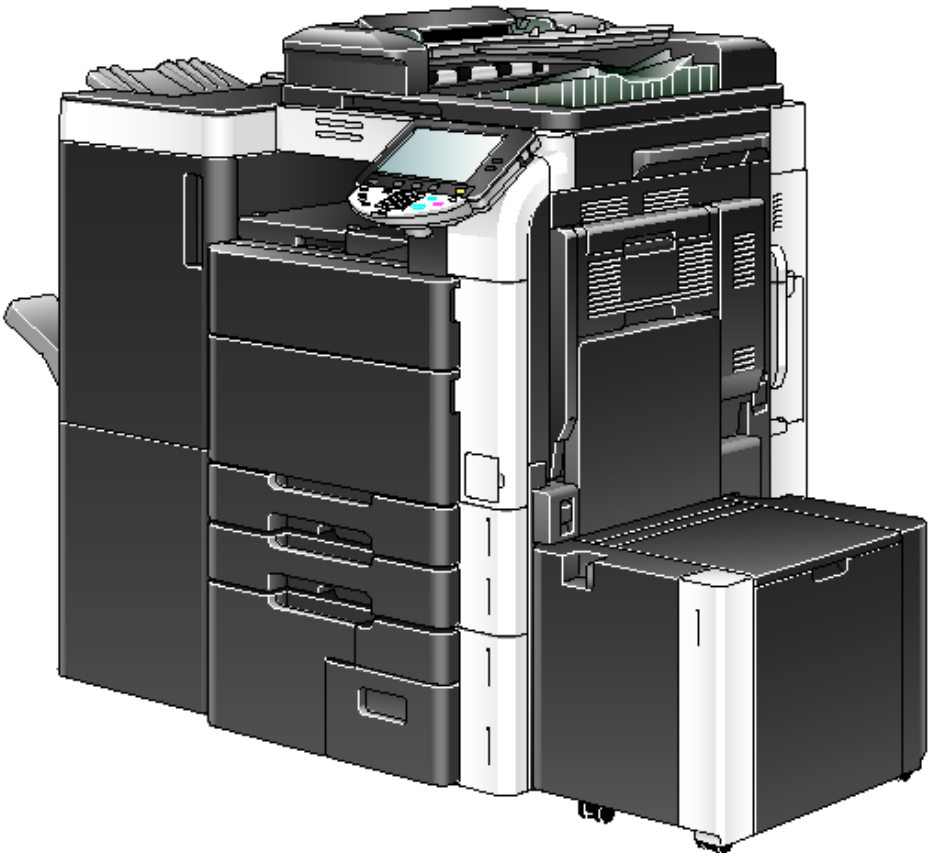
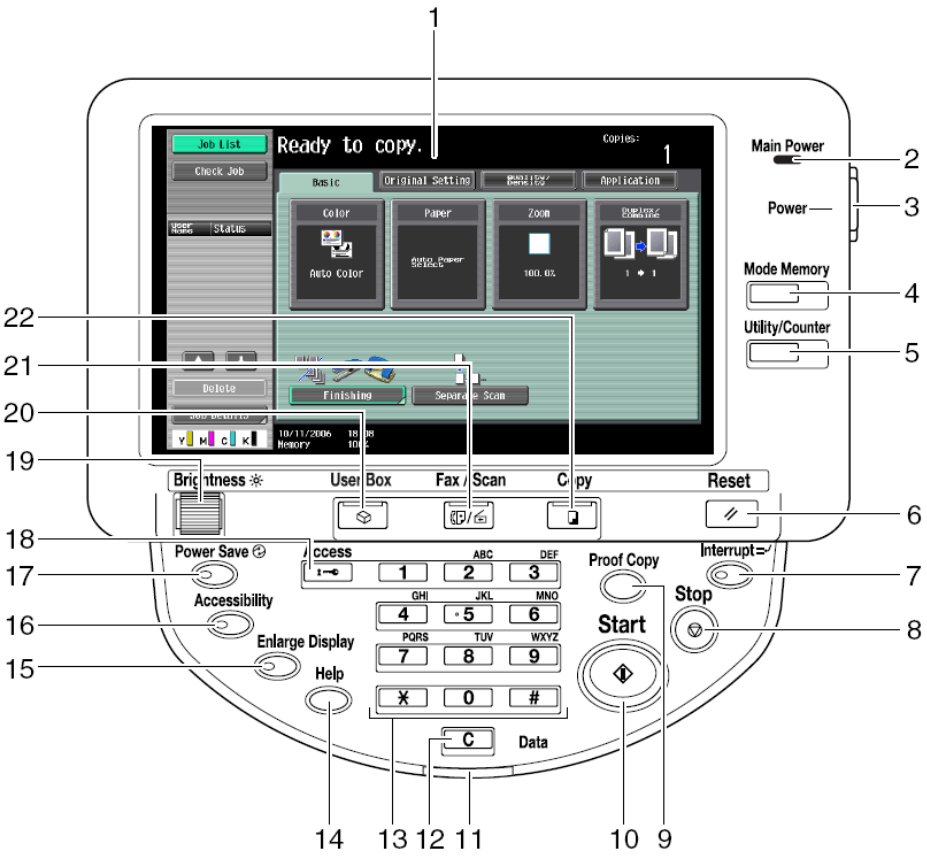
KONICA MINOLTA

Bizhub C451/C550/C650

Shortcut Manual





1. **Touch Panel**
2. **Main Power**
3. **Power**
4. **Mode Memory**
5. **Utility/Counter**
6. **Reset**
7. **Interrupt**
8. **Stop**
9. **Proof Copy**
10. **Start**
11. **Panel**
12. **“C” Clear**
13. **Keypad**
14. **Help**
15. **Enlarge Display**
16. **Accessibility**
17. **Power Save**
18. **Access**
19. **Brightness**
20. **User Box**
21. **Fax / Scan**
22. **Copy**

Basic (I)

-- Color Mode

1. **Auto Color** – This setting to automatically detect the documents are in color or black and white

2. **Full Color** – The copy in full color

3. **Black** – The copy in black and white

4. **2 Color** – Print all areas of the document determined to be in color with the specified color, and print all areas determined to be black in black

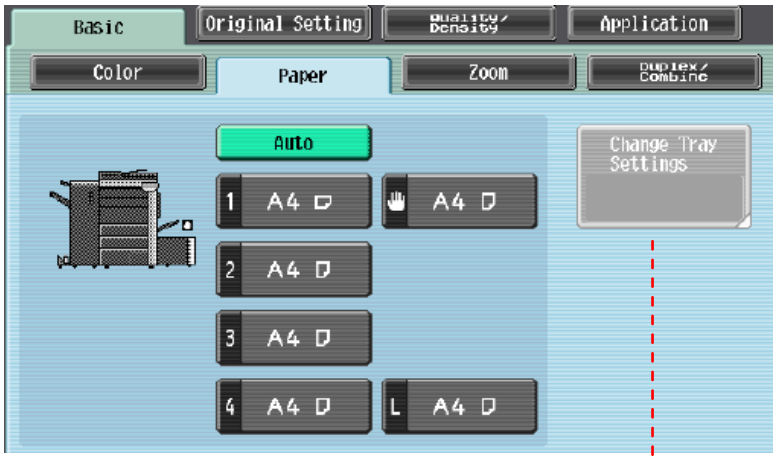
5. **Single Color –** Print copies in the specified color, regardless of whether the document is in color or in black and white

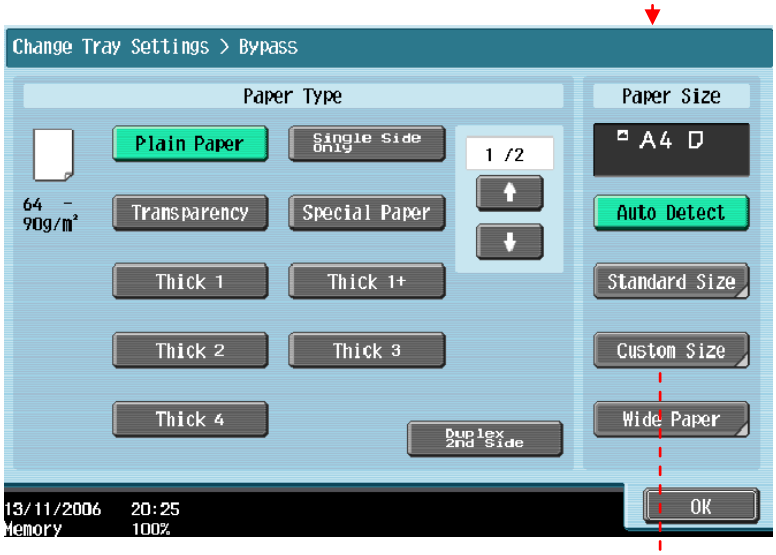
Basic (II)

-- Paper

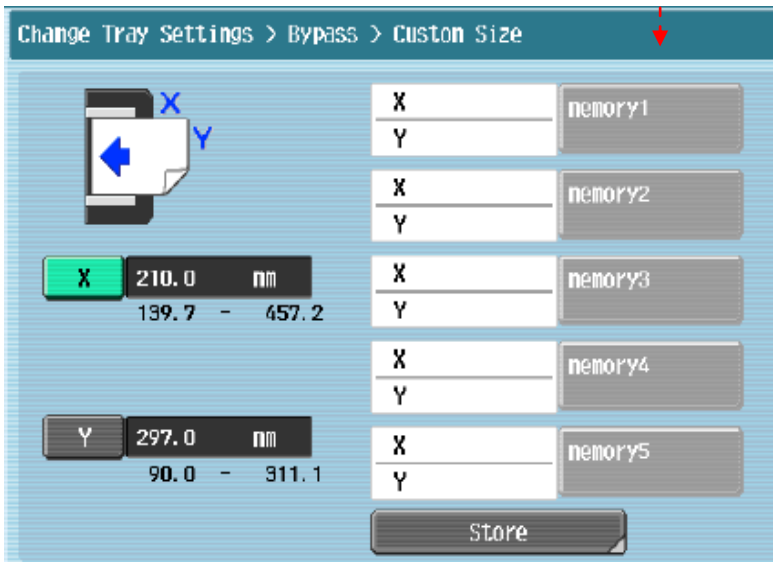
Change Bypass Tray Setting

1 Touch **Basic**, Touch **Paper**
2 Select Bypass Tray
3 Touch **Change Tray Settings**
4 Select Paper Type



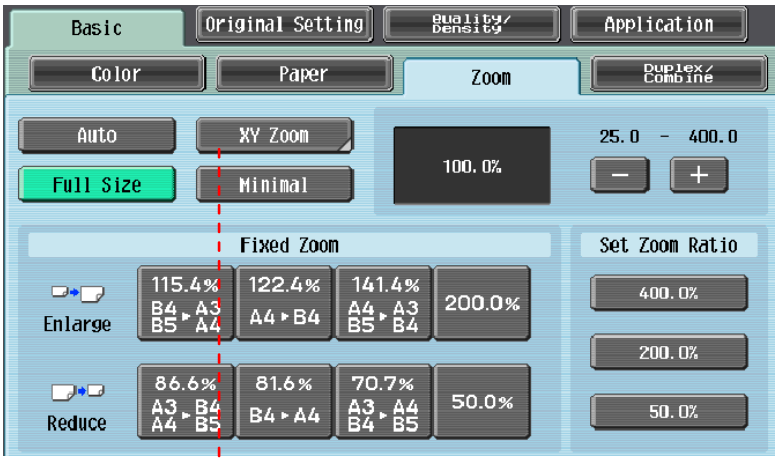


5 Input paper size
  a Touch **Standard Size**
  b Touch **Custom Size** input (Length) **X** and (width) **Y**，e.g. 90mm please input 0900 (If stored paper size，touch **Store**， then choose Memory1 -5)
6 Touch **OK**



Basic (III)

-- Zoom

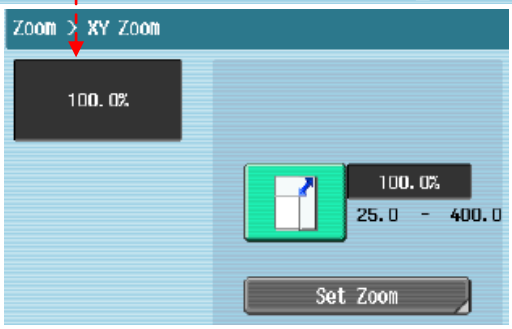


Touch **ZOOM**

1 Select fixed zoom size

a Touch default zoom ratios

e.g. : **A3 ▸ A4** default zoom ratio is 0.707



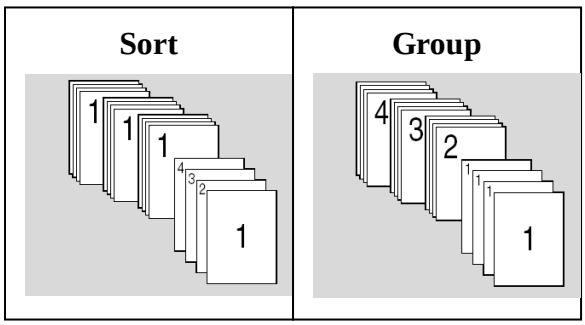
b Touch **−** **+** to change zoom ratio

2 Touch **XY Zoom**

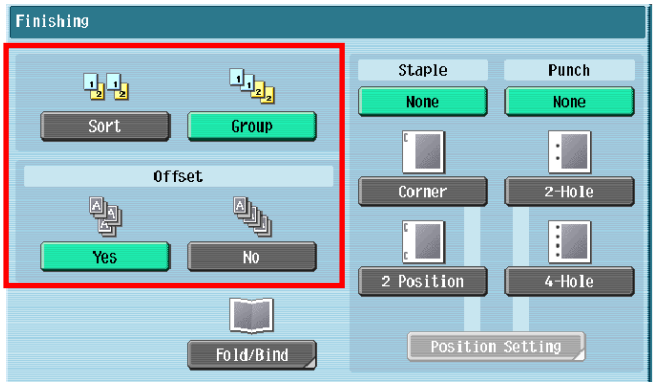
Using the keypad，type in the desired zoom ratio then touch **OK**

Sort / Group

1. Touch **Finishing**
2. Touch **Sort** or **Group**



3. Touch **Start**



Offset

1. Touch **Finishing**
2. **Offset** touch **Yes**
3. Press **Start**

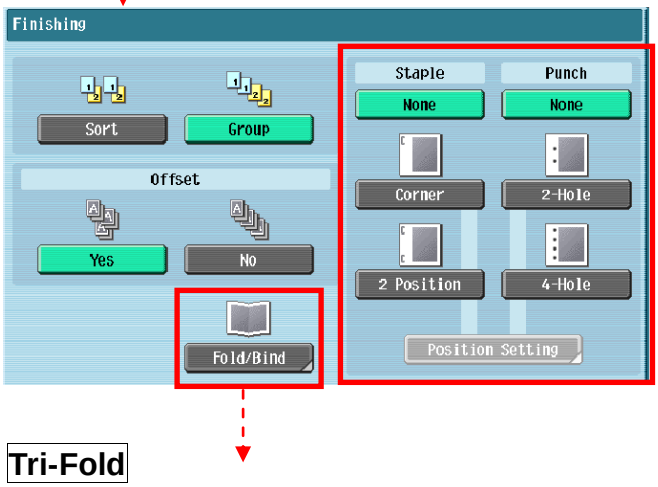
(Optional Function)

Staple

1. Touch **Finishing**
2. At **Staple** select **Corner** or **2position**
3. Touch **position Setting**
4. Press **Start**

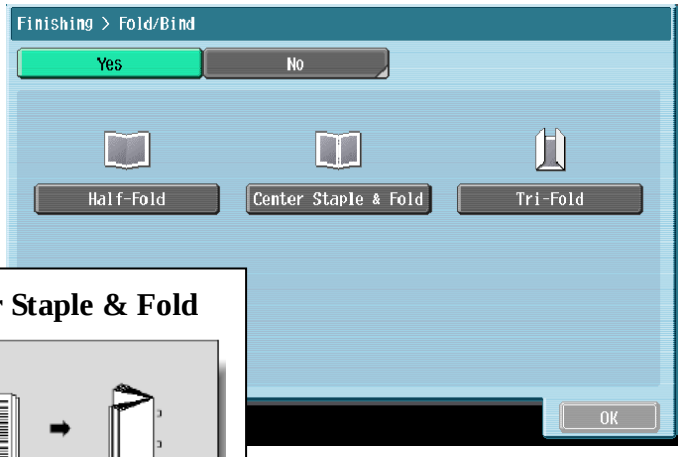
Punch

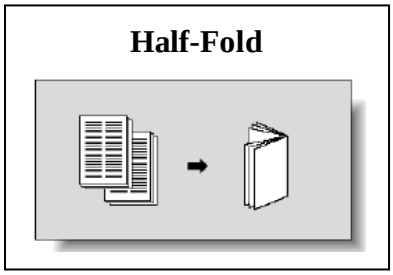
1. Touch **Finishing**
2. At **Staple** select **2 Hole** or **4 Hole**
3. Touch **position Setting**
4. Press **Start**

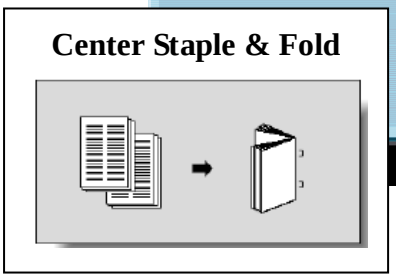


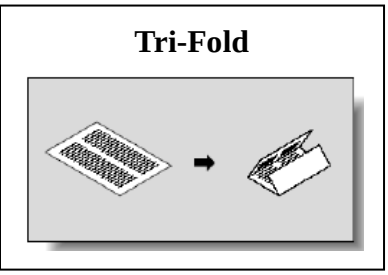
Fold/Bind

1. Touch **Finishing**
2. At **Fold/Bind** select **Yes**
3. Touch **Half-Fold** **Center Staple & Fold** or **Tri-Fold**









4. Press **Start**

Basic (IV)

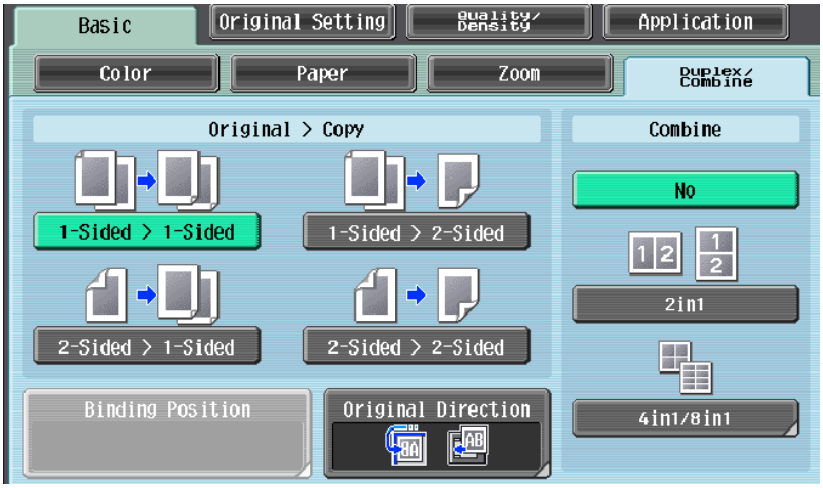
--Duplex/Combine

Select Combine

1. Touch **2 in 1** **or**

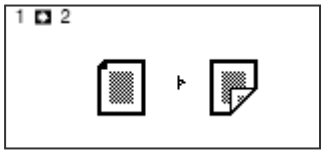
2. Touch **4 in 1/ 8 in 1**

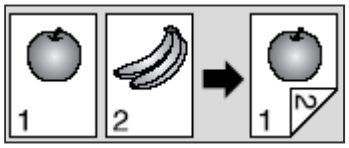
To reduce the size from 2 / 4 / 8 sheets originals into 1 sheet of copy



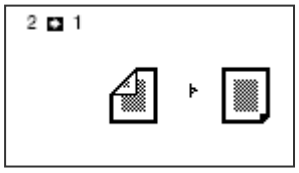
Original ＞ Copy

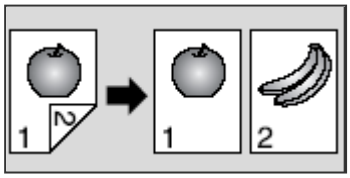
a. 1-sided > 2-sided Single-sided Original to Double-sided Copy



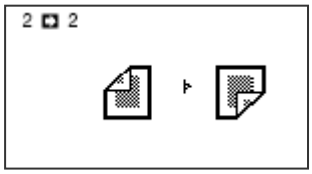


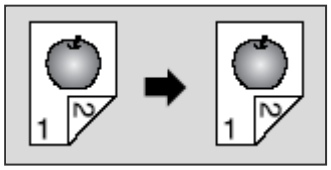
b. 2-sided >1-sided Double-sided Original to Single-sided Copy



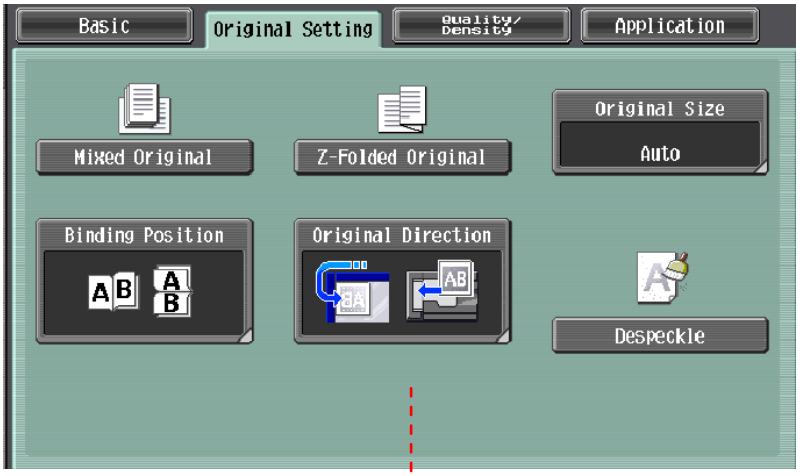


c. 2-sided >2-sided Double-sided Original to Double-sided Copy





Original Setting



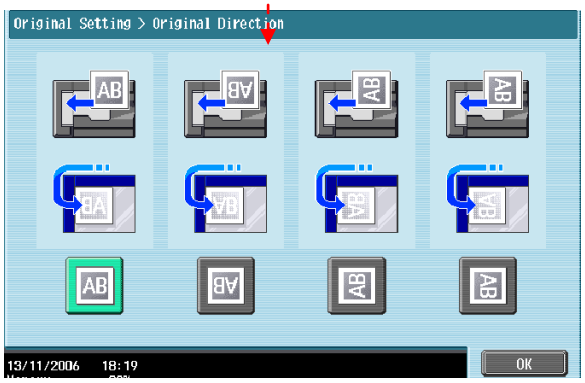
1. Touch **Mixed Original** automatically detect the documents size and automatically choose paper tray

2. Touch **Z-Folded Original** (Optional Function)

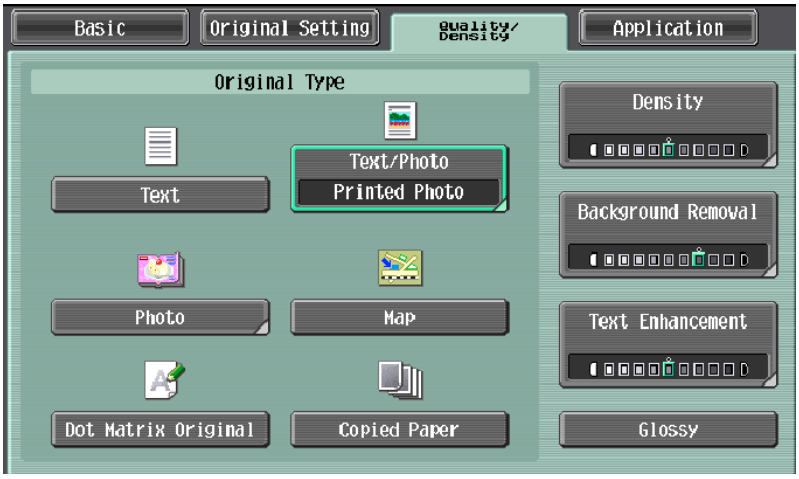
3. Touch **Binding Direction** -- copy-binding direction

4. Touch **Original Direction** – select original direction

5. Touch **Original Size** -- select original size



Quality/Density



1. Select **Original Type** to choose **Text**, **Text/Photo**, **Photo**, **Map**, **Dot Matrix Original** or **Copied Paper**

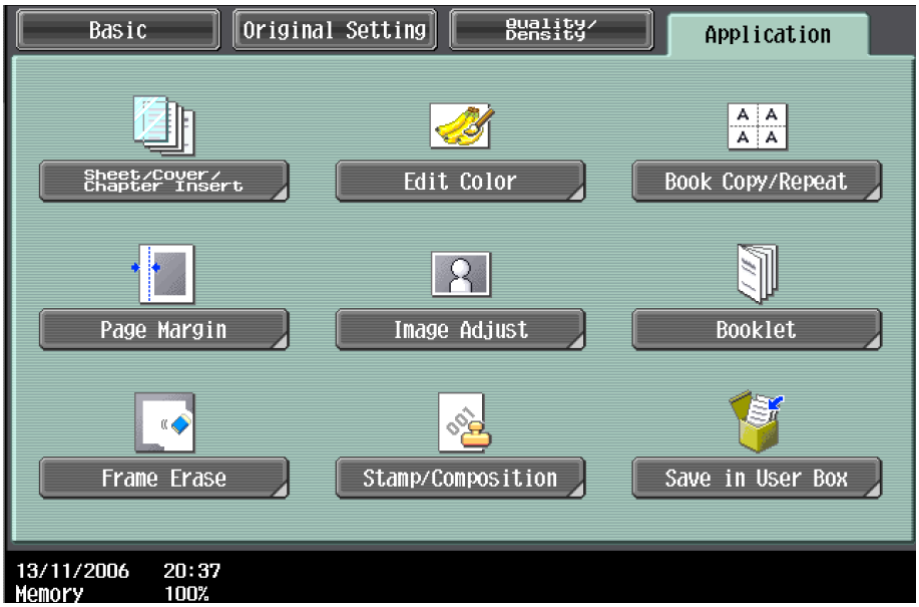
2. Touch **Density** – the print image can be adjusted, each time [Lighter] or [Darker] is touched, the density is lightened or darkened by one level.

3. Touch **Background Removal** – the density of the background color of the document can be adjusted, each time [Light] or [Dark] is touched, the background density is lightened or darkened by one level.

4. Touch **Text Enhancement** – select the reproduction quality of text when copying documents consisting of text that overlaps images such as illustrations or graphs

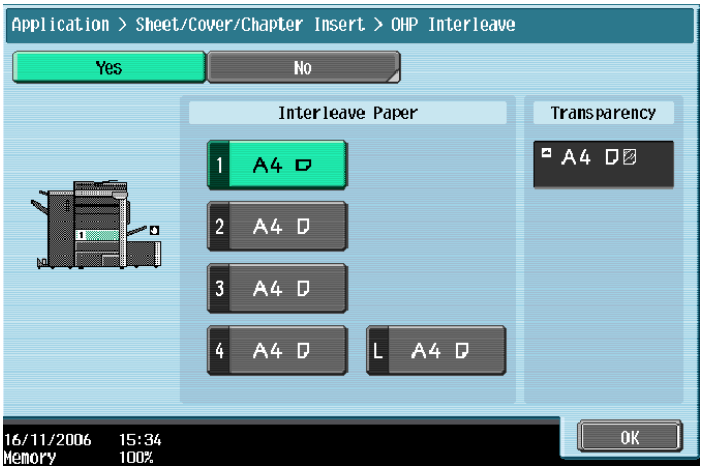
5. Touch **Glossy** – select this setting when copying images with a glossy finish

Application



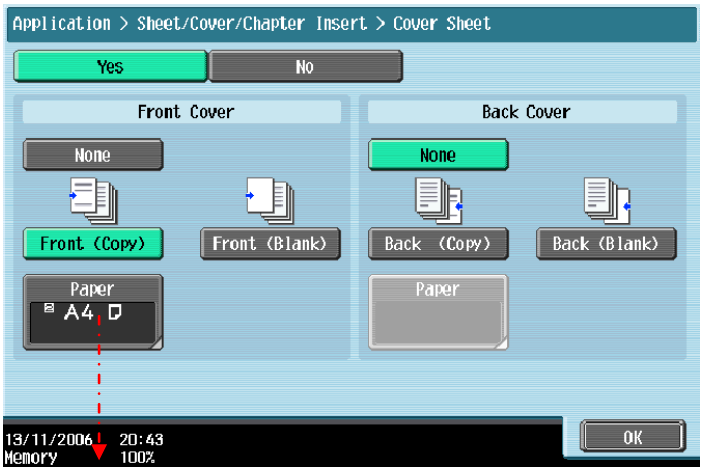
- OHP Interleave

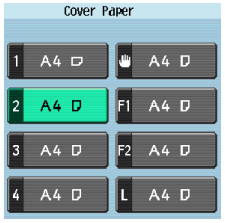
1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **OHP Interleave**
4. Select inserting paper tray
5. Load OHP transparencies into the bypass tray
6. Touch **OK**
7. Press **Start**

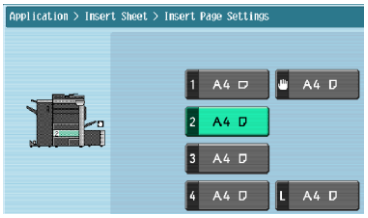


- Cover Mode

1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **Cover Mode**
4. Select Front Cover or Back Cover
5. Select Front or Back Cover paper tray
6. Touch **Ok**
7. Press **Start**

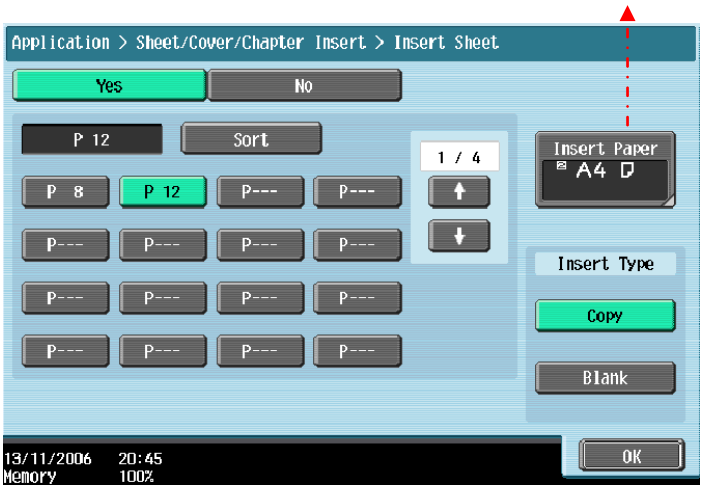






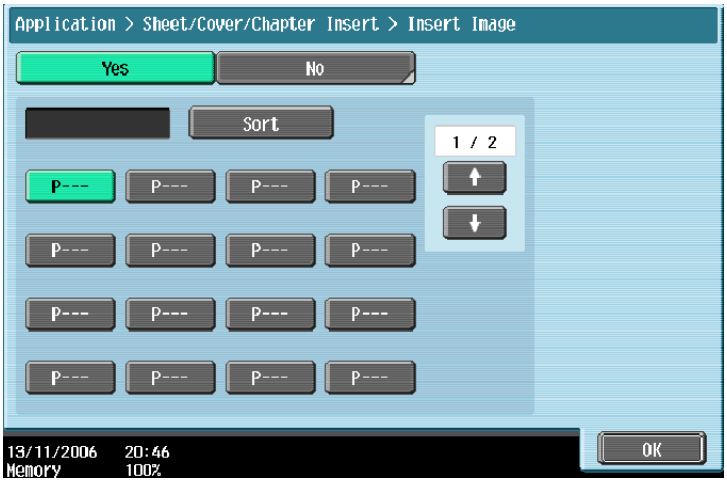
- Insert Sheet

1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **Insert Sheet**
4. Touch **Copy** or **Blank** select inserted pages are printed or not
5. Select the paper tray loaded with the paper for the insertion sheets
6. Touch **Ok**
7. Press **Start**



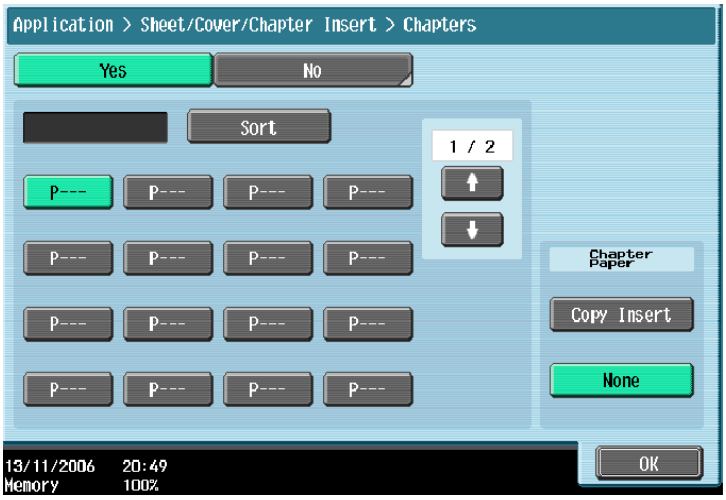
- Insert Image

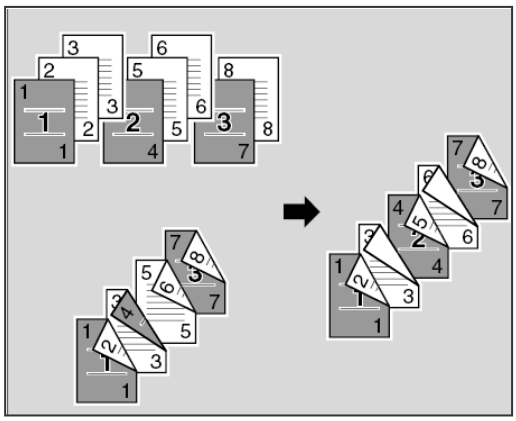
1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **Insert Image**
4. Select inserted image pages number
5. Touch **Ok**
6. Press **Start**
7. Final，Touch **Finish** then press **Start**



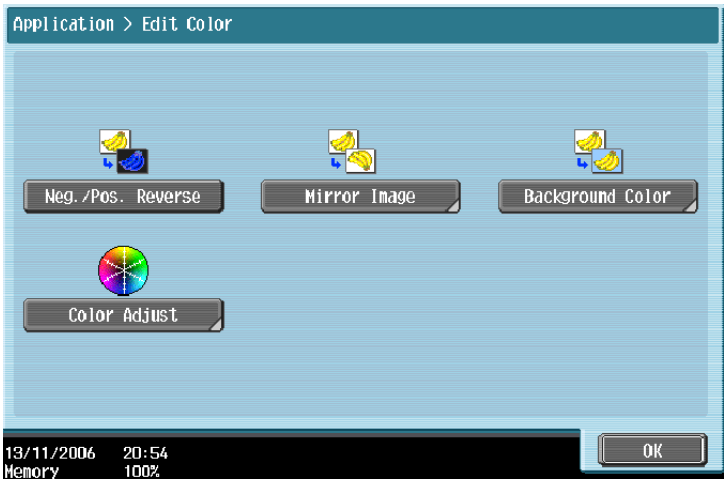
- Chapter (Duplex Only)

1. Touch **Application**
2. Touch **Sheet /Cover /Chapter Insert**
3. Touch **Chapter**
4. Select inserted image pages number
5. Touch **OK then press Start**

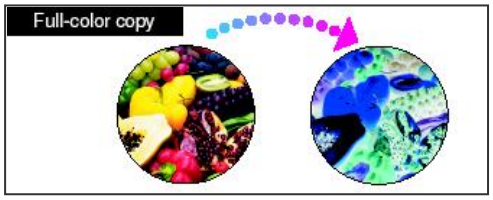




- Edit Color



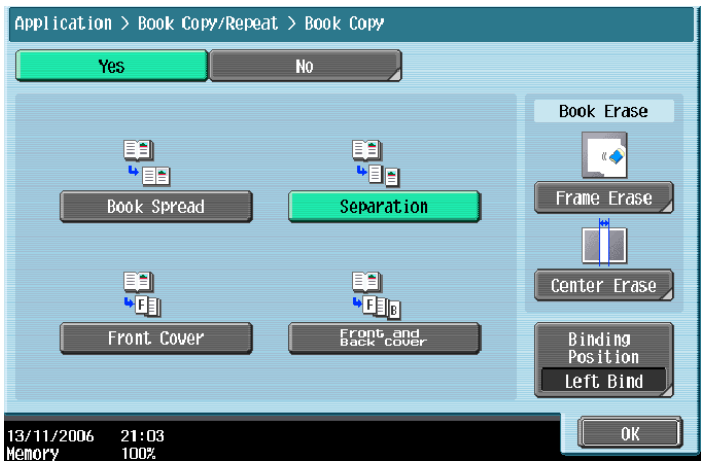
1. Touch **Application**
2. Touch **Edit Color**
3. Touch **Neg. Pos. Reverse**



4. Touch **Mirror Image**

5. Touch **Background Color**

- Book Copy



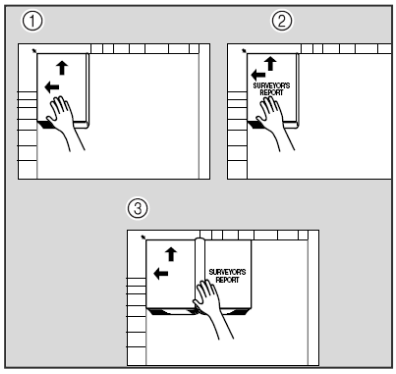
1. Touch **Application**
2. Touch **Book Copy / Repeat**
3. Touch **Book Copy**
4. Then touch **Separation**，select **Front Cover/Back Cover**
5. Open book，Touch **Start**
6. Scan whole book pages then press **Finish**
7. Press **Start**

If select Front Cover, scan：

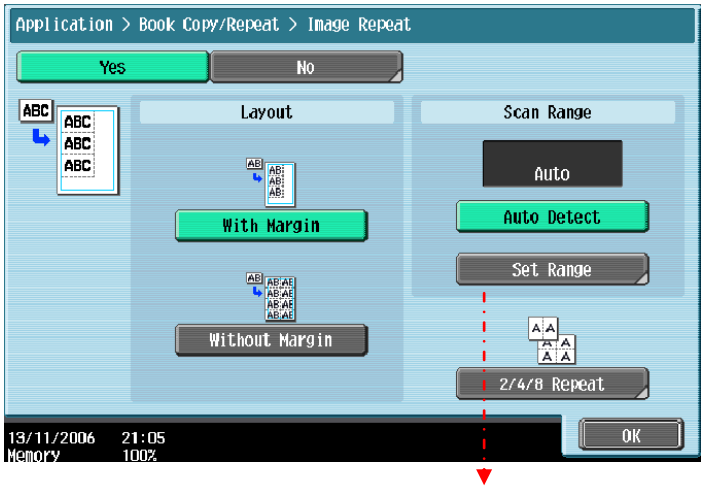
- The front cover is scanned, and all page spreads are scanned in order

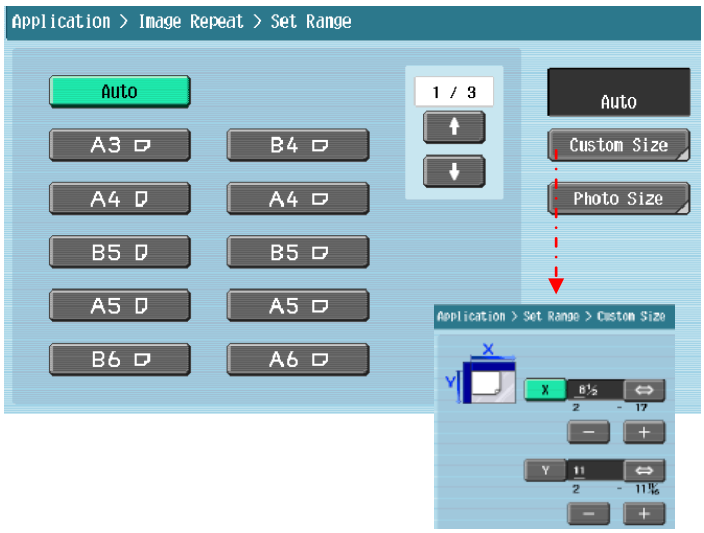
If select Front Cover & Back Cover，scan：

- The front cover is scanned before the back cover, and all page spreads are scanned in order



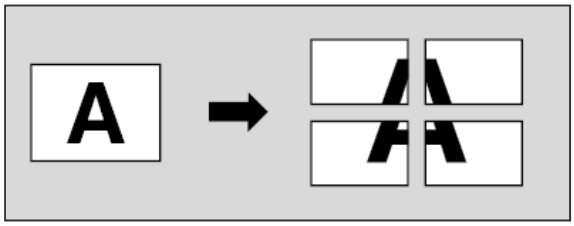
- Image Repeat

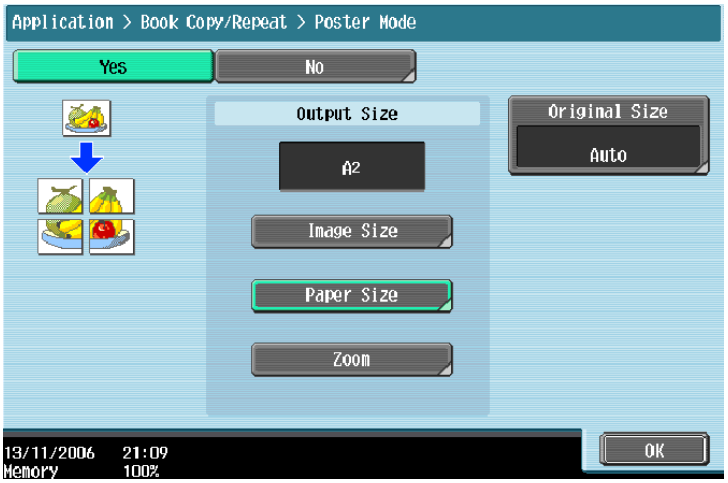




1. Touch **Application**
2. Touch **Book Copy / Repeat**
3. Touch **Image Repeat**
4. Select **With Margin / Without Margin**
5. Touch **Set Range**
6. Touch **Custom Size** ，Input X (Length) and Y(Width)
7. Touch **OK**
8. Press **Start**

- Poster Mode



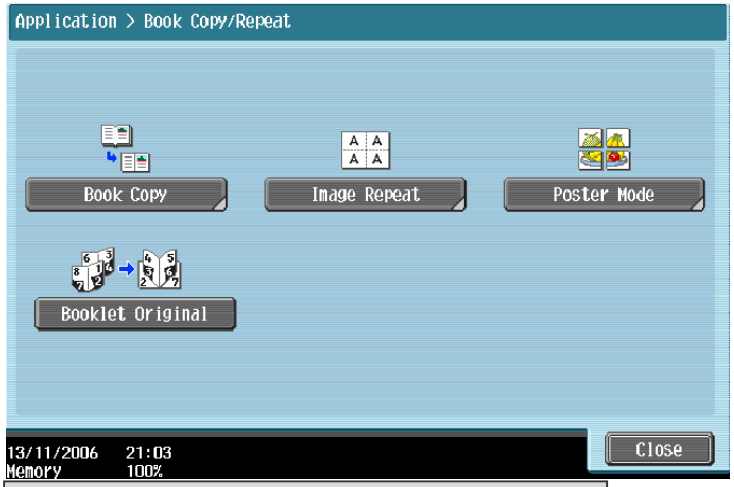


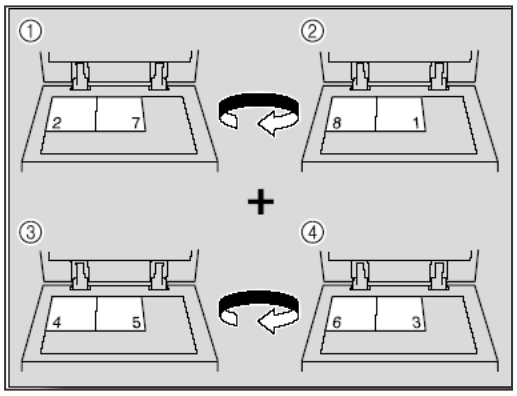
1. Touch **Application**
2. Touch **Book Copy / Repeat**
3. Touch **Poster Mode**
4. Touch **Zoom** ， Select zoom ratio
5. Touch **OK**
6. Press **Start**

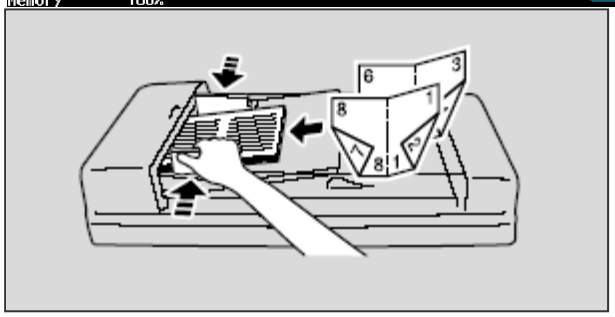
- Booklet Original

Optional Function

1. Touch **Application**
2. Touch **Book Copy/Repeat**
3. Touch **Booklet Original**
4. Touch **OK**
5. Press **Start**







- Page Margin

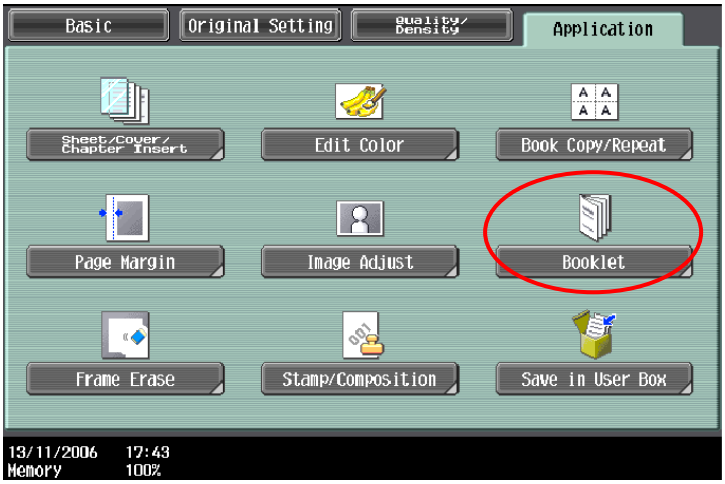
1. Touch **Application**
2. Touch **Page Margin**
3. Select **Top**, **Left** or **Right**
4. **Adjust Value** input width
5. Touch **OK**
6. Press **Start**

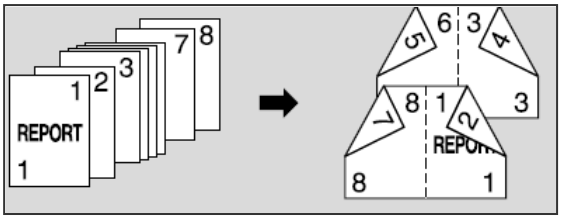
- Frame Erase

1. Touch **Application**
2. Touch **Frame Erase**
3. Input width
4. Touch **OK**
5. Press **Start**

- Booklet

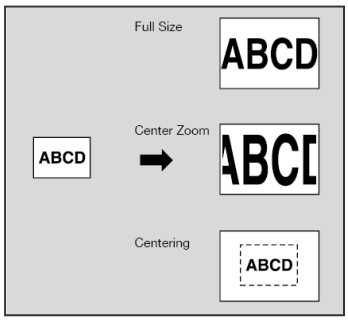
1. Touch **Application**
2. Touch **Booklet**
3. Select **Left Binding /Right Binding**
4. Press **Start**





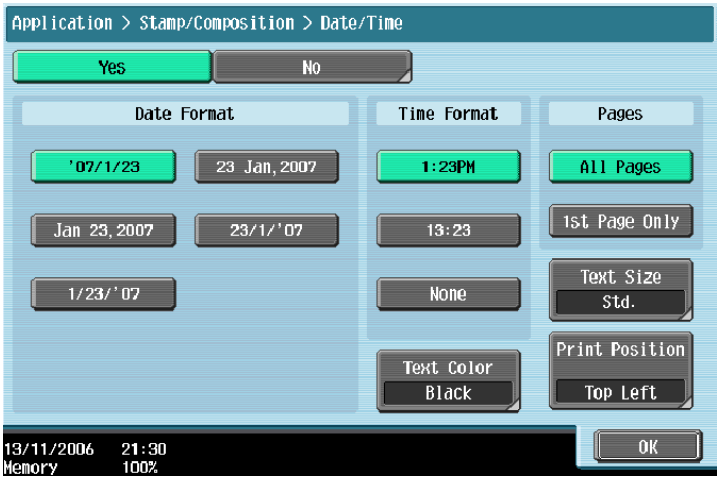
- Image Adjustment

1. Touch **Application**
2. Touch **Image Adjust**
3. Select **Full Size** **Center Zoom** or **Centering**
4. Press **Start**



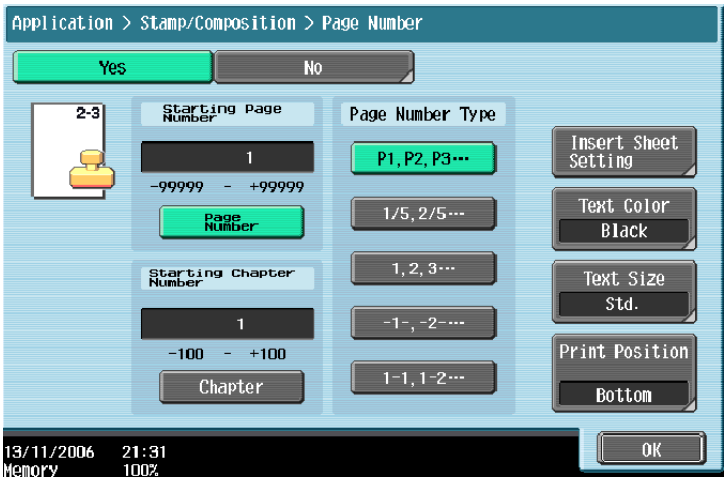
- Date / Time

1. Touch **Application**
2. Touch **Stamp/Composition**
3. Touch **Date / Time**
4. Touch **Print Position** -- print to different position
5. Touch **OK**
6. Press **Start**



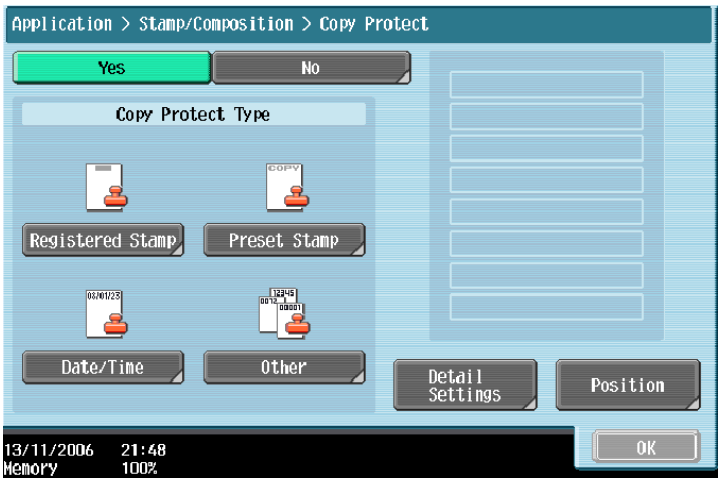
- Page

1. Touch **Application**
2. Touch **Stamp/Composition**
3. Touch **Page Number**
4. **Starting Page Number** input starting page number
5. Touch **Print Position** – print to different position
6. Touch **OK**
7. Press **Start**



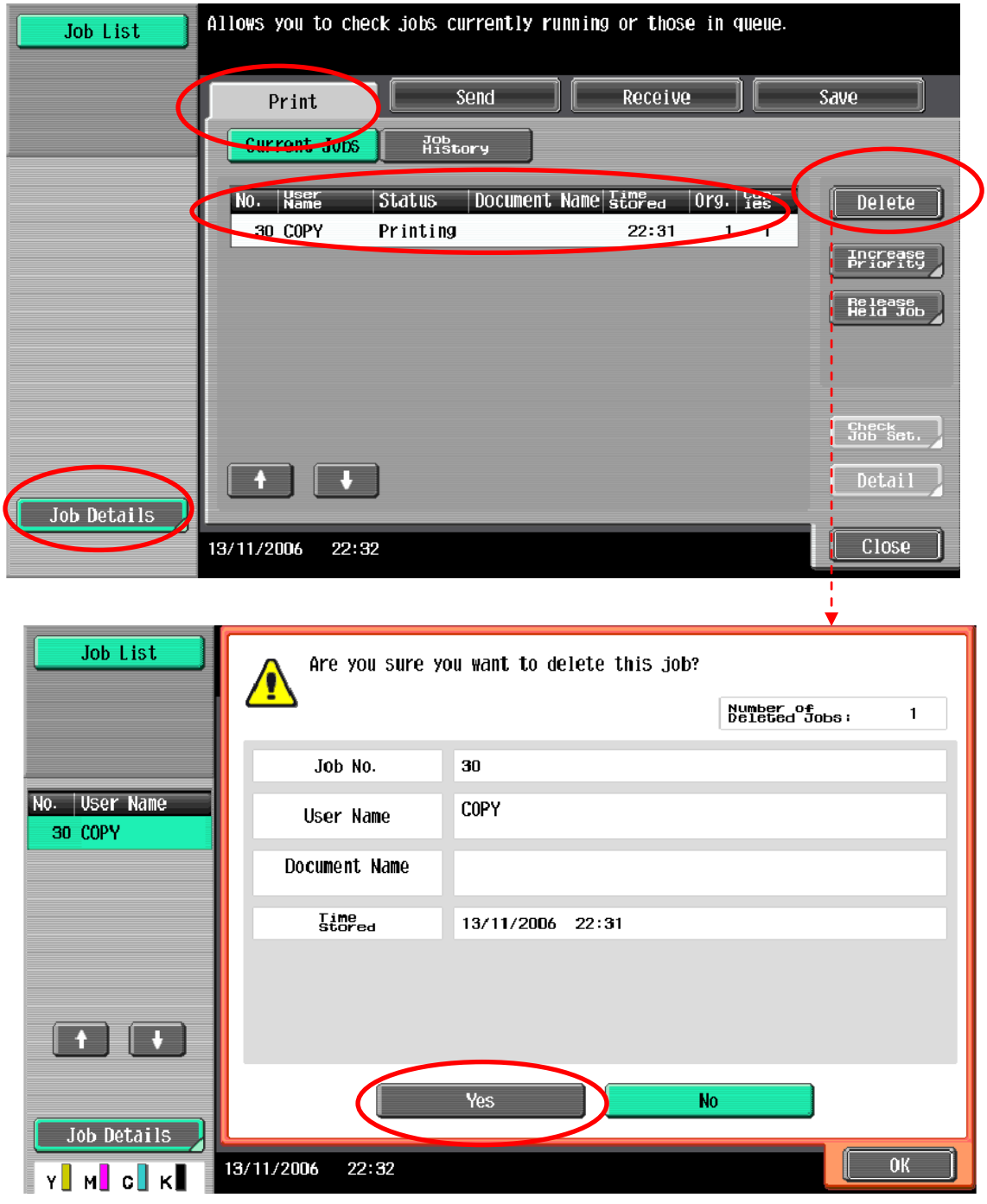
- Copy Protect

1. Touch **Application**
2. Touch **Stamp/Composition**
3. Touch **Copy Protect**
4. Touch **Preset Stamp** ，or touch **Date/Time** or Touch **Detail Setting** select color
5. 按 **OK**
6. 按 **Start**



Delete the copy jab in the Waiting List

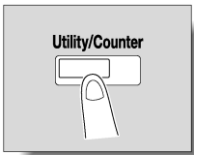
1. Touch **Job Details**
2. Touch **Print** and then touch **Current Jobs**
3. Select the job you want to delete
4. Touch **Delete**
5. Touch **Yes** to delete printing job



Abbreviated Destinations

E-mail / Fax

1. Press **Utility/Counter**
2. Touch **1. One Touch/User Box Registration**
3. Touch **1. Create One Touch Destination**
4. Touch **1.Address Book**
5. Touch **E-mail** / **Fax**
6. Touch **New**
7. Touch **Name**，Input name，Touch **OK**
8. Touch **Address** input e-mail address or Fax number，
   Touch **OK**
9. Touch **Index**，Select Favorites or other index
10. Touch **OK**

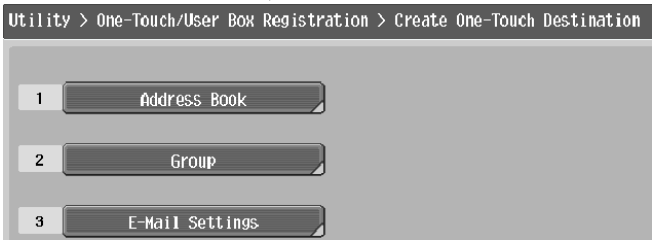


1.

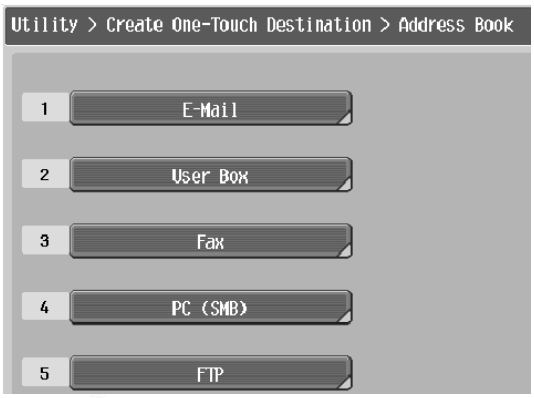
2.

Utility > One-Touch/User Box Registration
1 Create One-Touch Destination
2 Create User Box
3 Limiting Access to Destinations

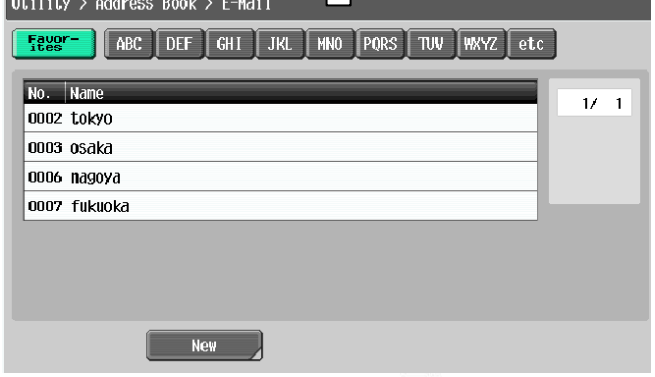
3.



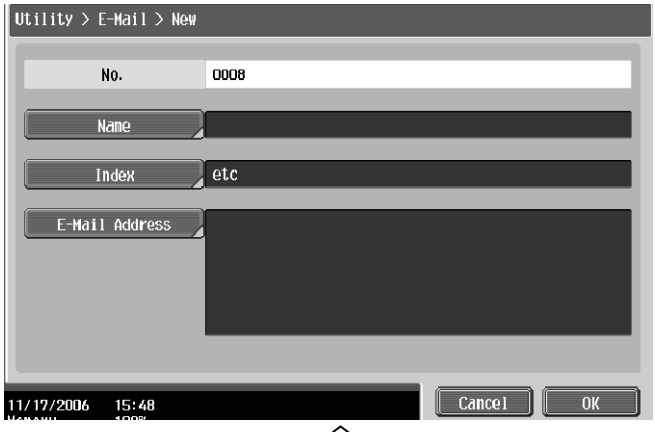
4.



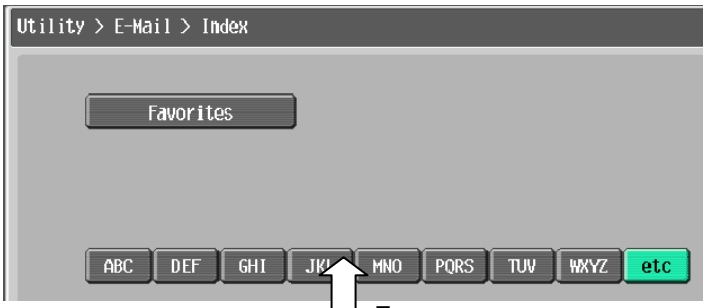
5.



6.

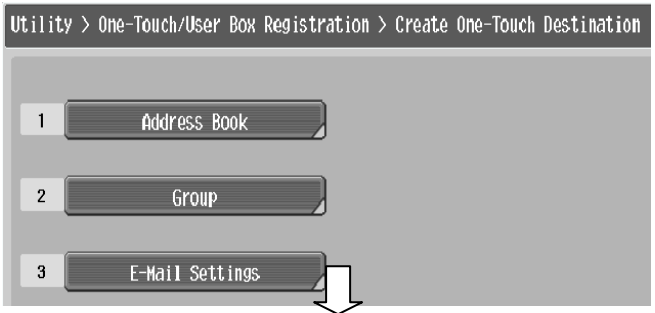


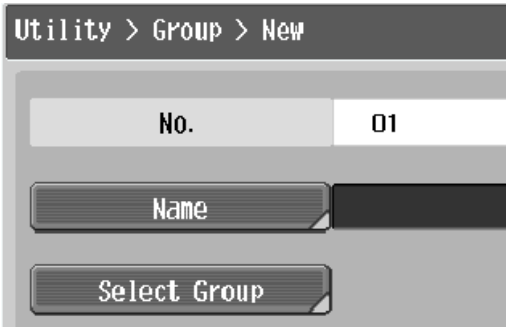
7.

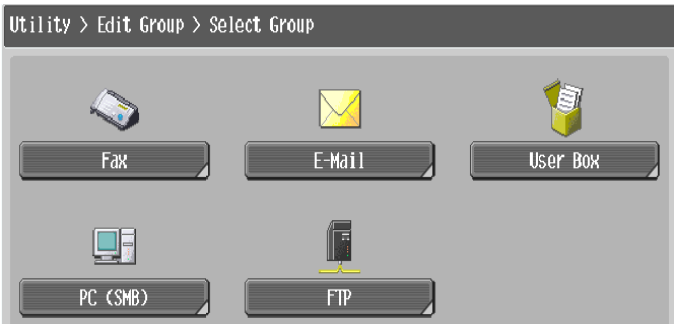


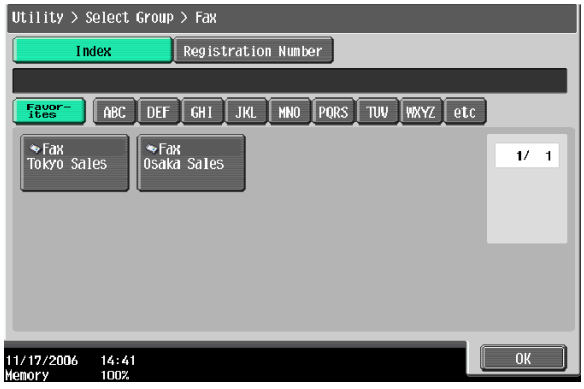
Group Registration

1. Press **Utility/Counter**
2. Touch **1. One Touch/User Box Registration**
3. Touch **1. Create One Touch Destination**
4. Touch **1.Group**
5. Touch **New**
6. Touch **Name**，Input group name，Touch **OK**
7. Touch **Select Group** (If fax, select Fax)
8. Touch **OK**



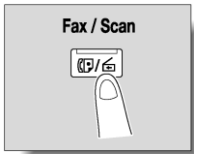


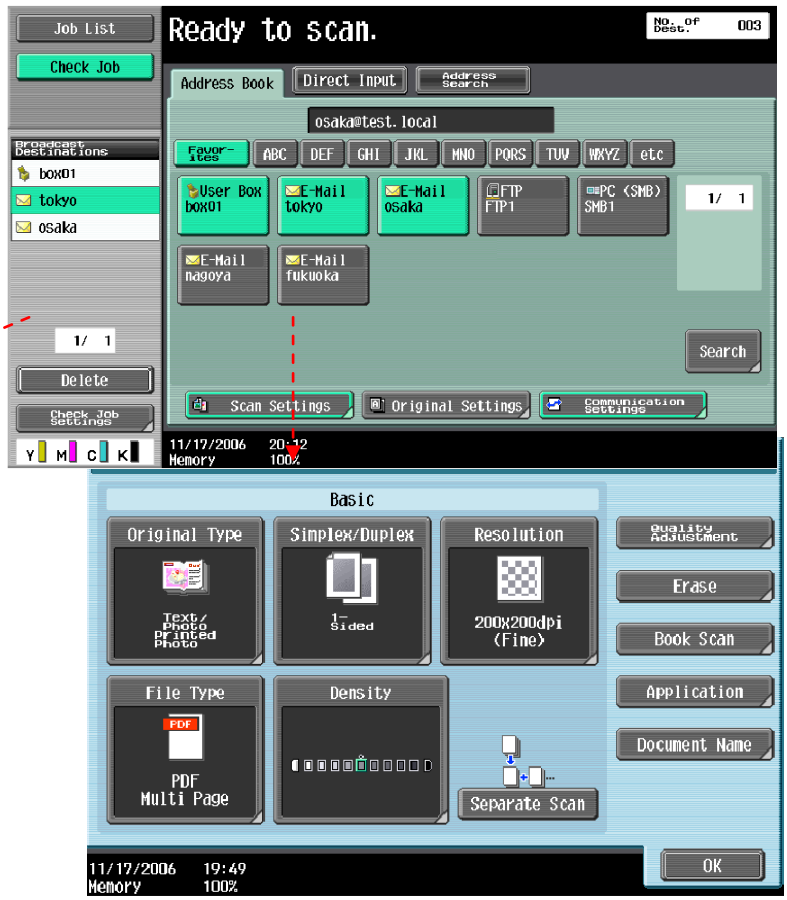




Scan To Email / Send Fax

1. Press **Fax/Scan**
2. Touch **Address Book**
3. Select one-touch Index and Name
4. Touch **Scan Settings**
   A. Original Type select original type
   B. Simplex/Duplex select original single-sided or double-sided
   C. Resolution
   D. File Type
   E. Density
   F. Quality Adjustment

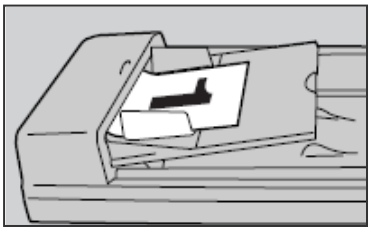


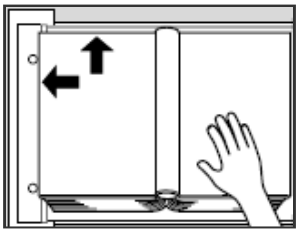


5. Touch

check following setting
   A. Destination Settings
   B. Check Scan Settings
   C. Check Original Settings
   D. Check E-mail
6. Then, Press **Start**

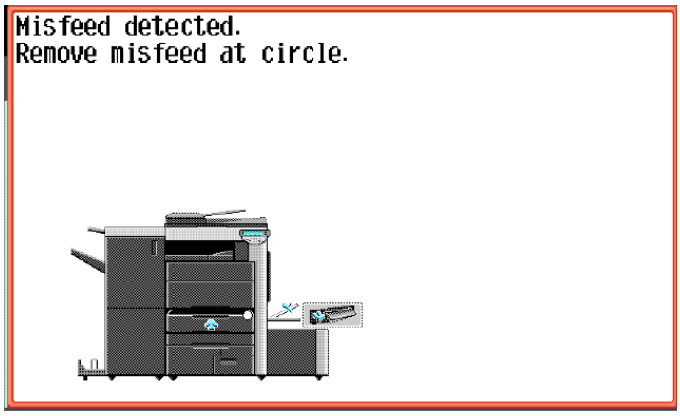
remark :



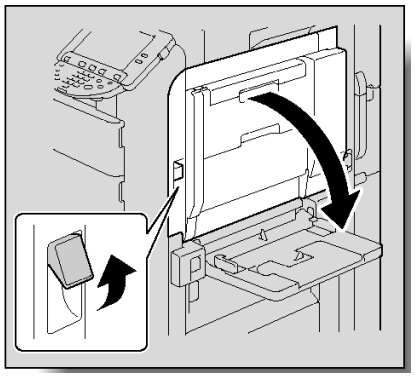
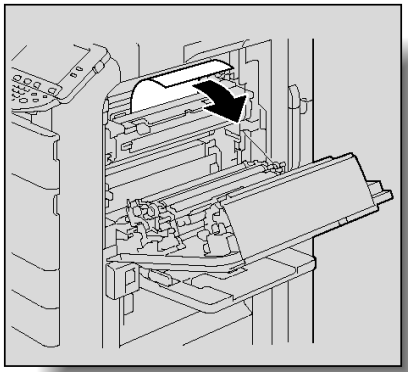


- When use scan or fax, put original on the feeder (FACE UP) or glass (FACE DOWN)
- Compact PDF just use for Full Color mode
- TIFF just for Black mode
- File Type not use for Fax function
- Check E-mail Setting just use for Scan to Email

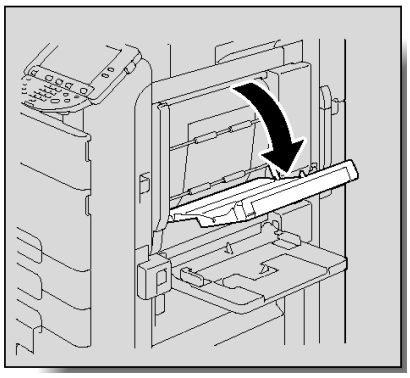
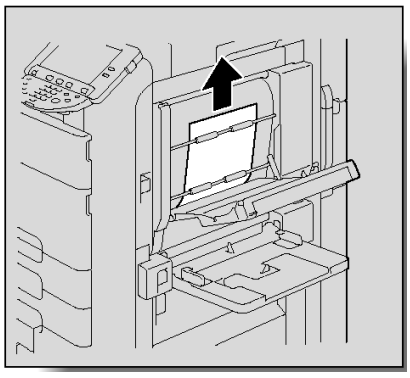
Remove Jammed Paper



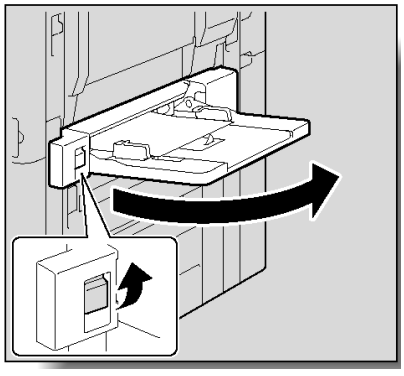
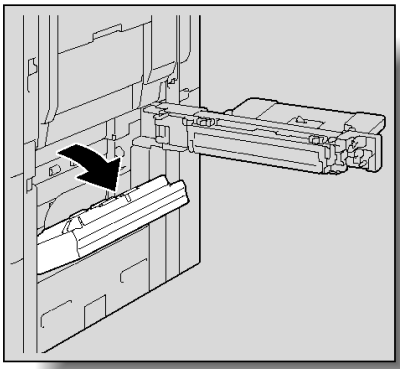
1. Pull up the upper right side door release lever, and then open the upper right side door

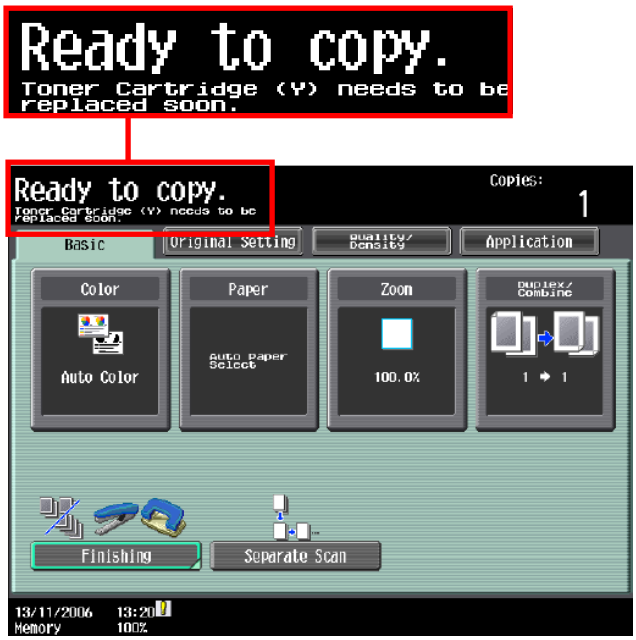
2. Open the door of the automatic duplex unit

3. Open the door of the Bypass Tray

Replace Toner

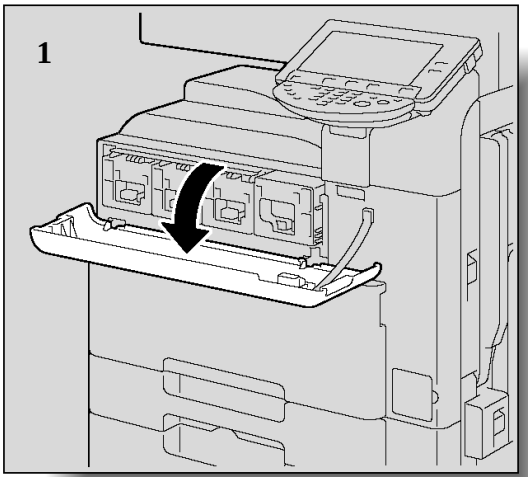


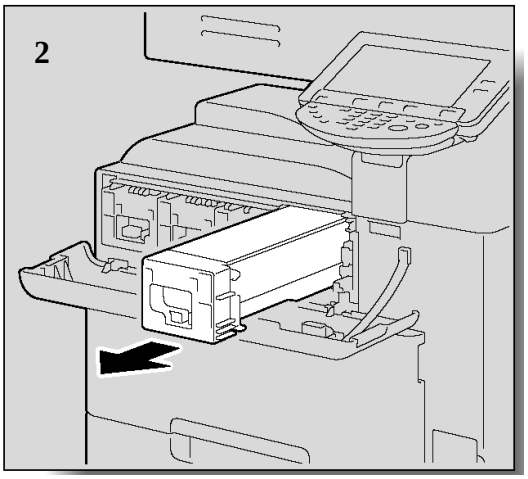
*If toner near empty，Screen will show toner empty message

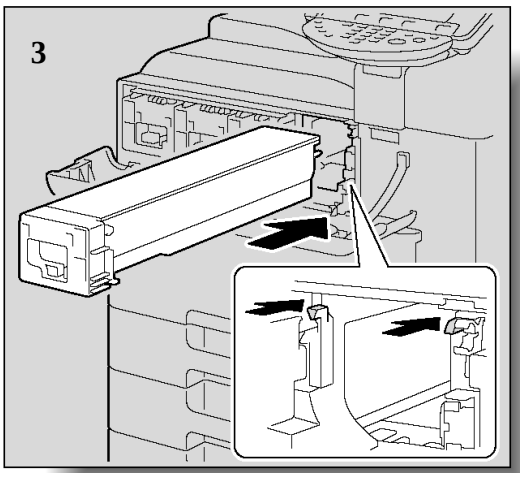
*

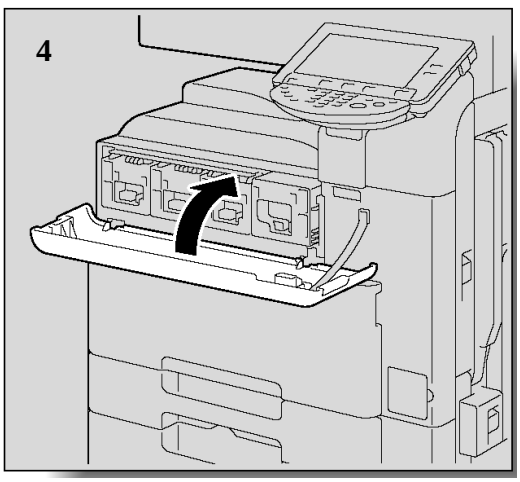
- Toner Cartridge (**Y**) = Yellow
- Toner Cartridge (**M**) = Magenta
- Toner Cartridge (**C**) = Cyan
- Toner Cartridge (**K**) = Black

Open the machine's upper front door, pull out empty toner cartridge toner then insert the new toner



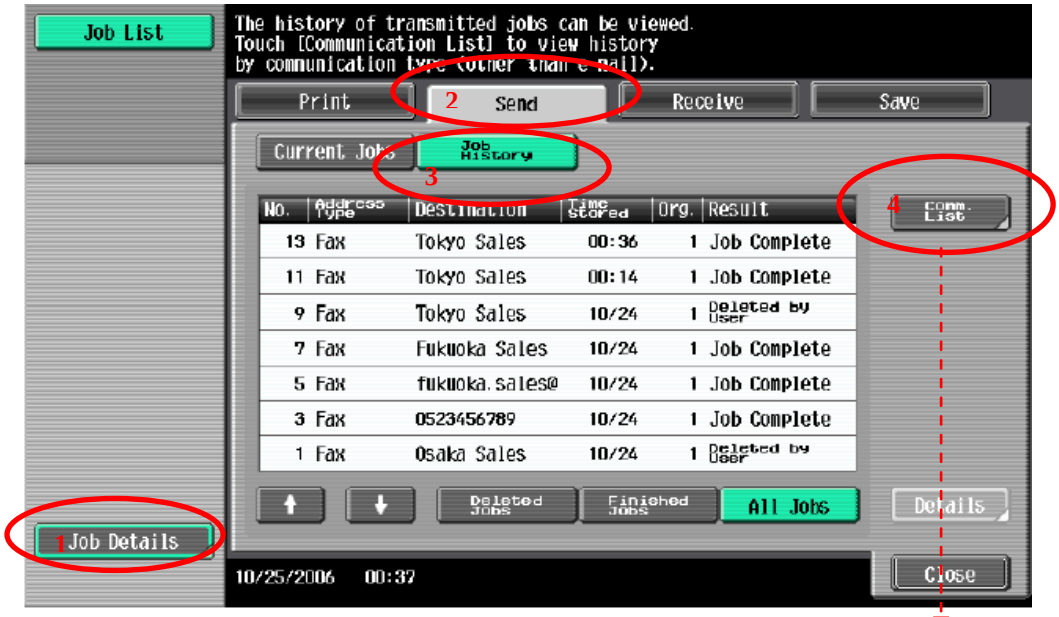


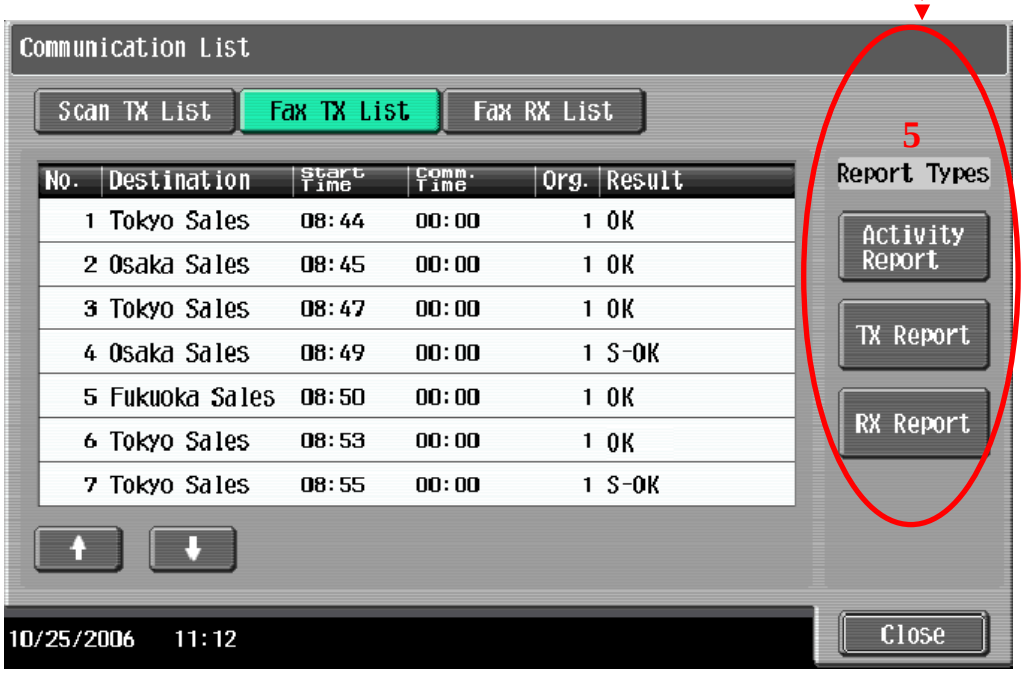




Display the Job History List

1. Touch **Job Details**
2. Touch **Send**
3. Touch **Job History**
4. Touch **Comm. List**
5. Select report Type
   A. Activity Report
   B. TX Report
   C. RX Report
6. Press **Start**

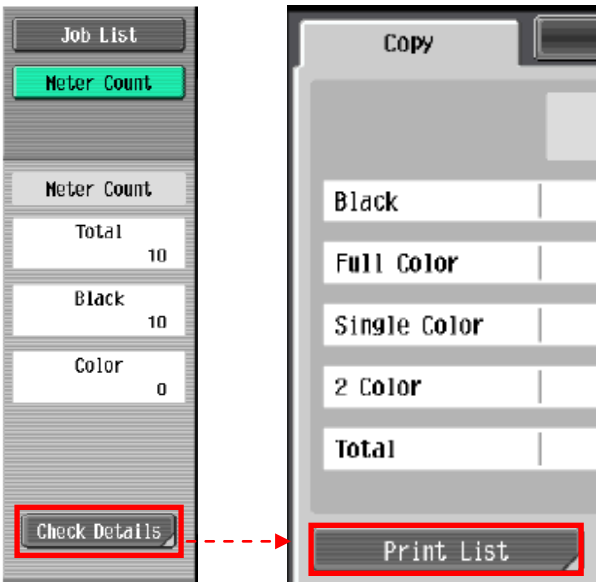

Job List
The history of transmitted jobs can be viewed.
Touch [Communication List] to view history
by communication type (other than e-mail).
Print
2 Send
Receive
Save
Current Jobs
Job History
3
No. | Address Type | Destination | Time Stored | Org. | Result
13 Fax Tokyo Sales 00:36 1 Job Complete
11 Fax Tokyo Sales 00:14 1 Job Complete
9 Fax Tokyo Sales 10/24 1 Deleted by User
7 Fax Fukuoka Sales 10/24 1 Job Complete
5 Fax fukuoka.sales@ 10/24 1 Job Complete
3 Fax 0523456789 10/24 1 Job Complete
1 Fax Osaka Sales 10/24 1 Deleted by User
4 Comm. List
Deleted Jobs
Finished Jobs
All Jobs
Details
1 Job Details
10/25/2006 00:37
Close


Communication List
Scan TX List
Fax TX List
Fax RX List
No. | Destination | Start Time | Comm. Time | Org. | Result
1 Tokyo Sales 08:44 00:00 1 OK
2 Osaka Sales 08:45 00:00 1 OK
3 Tokyo Sales 08:47 00:00 1 OK
4 Osaka Sales 08:49 00:00 1 S-OK
5 Fukuoka Sales 08:50 00:00 1 OK
6 Tokyo Sales 08:53 00:00 1 OK
7 Tokyo Sales 08:55 00:00 1 S-OK
5
Report Types
Activity Report
TX Report
RX Report
10/25/2006 11:12
Close

Notes and Comments

After print，FAX to 2565 2128

1. Touch **Utility / Counter**
2. Touch **Check Details**
3. Touch **Print List**
4. Select paper tray
5. Press **Start**



Notes and Comments

KONICA MINOLTA

部門熱線Particulars	號碼 Contract No.
市務科 Marketing Division ➢ 銷售熱線Sales Hotlines ■ 查詢產品及銷售詳情 New Product and Sales Enquires	電話Tel : 2565 2111 電郵 Email: bhkg_sales@bhk.konicaminolta.hk
服務科 Technical Service Division ➢ 維修熱線Repair Hotline ■ 多功能產品之維修服務 Repair Services of MFPs	電話Tel :2565 2176 傳真 Fax:2856 1024
服務科 Technical Service Division ➢ 產品之技術支援熱線 Imaging Support Group ■ 軟件及網絡支援 Software and Network Support	電話Tel :2565 2178
服務科Technical Service Division ➢ 客戶服務熱線 Customer Service Hotlines ■ 保養合約查詢 Maintenance Agreement ■ 新客戶之產品培訓 New Customer Product Training ■ 賬單查詢 Invoice Enquiries ■ 報錶 Meter Reading ■ 電話系統報錶 (此服務只適用於黑白影印機，及必須於合約生效日期前報讀。) Meter Reading Reporting Service for Telephone System (The service initially covers the black and white copier **ONLY**)	電話Tel :2565 2190 傳真 Fax:2565 2128 電話Tel :2565 8181 按 “1” 字然後按 “3”字 ，再按 “1” 字， 請跟話音系統指示。 (例如: 輸入客戶號碼、機身編號，咪錶讀數) 電話Tel: 2565 8181 Press “2”, then press “3” and “1” 電郵 Email: bhkg_csmeter@bhk.konicaminolta.hk
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